



# Coast Guard Training Center Cape May

*The Birthplace of the U.S.  
Coast Guard Enlisted Corps*

Prospective Ceremonial Detail / Recruit Off-Base Function Sponsor

Dear Sir or Madam:

In order to submit your request for a Ceremonial Detail performance or any other Recruit Off-Base Function, please take the time to completely fill out the enclosed request information sheets and return them along with a formal letter requesting our Recruits' participation in your event. You can send them to:

Commanding Officer (tmc)  
Coast Guard Training Center  
1 Munro Avenue  
Cape May, New Jersey 08204  
Attn: CPO Tim Grover

Or they may be emailed to [timothy.a.grover@uscg.mil](mailto:timothy.a.grover@uscg.mil).

The letter and information sheets may also be faxed to (609) 898-6339. Once received, we will consider your request taking the following items into account:

- A) The recruit training schedule
- B) The ability of the Ceremonial Detail / Recruits to meet your requirements
- C) Qualification of your event in accordance with the Coast Guard Public Affairs Manual.

The instructions for the information sheets are found on page 4. If you have any questions regarding your performance request, call CPO Tim Grover at (609) 898-6599.

Please note that our ceremonial / off-base functions are performed by recruit volunteers who are going through an eight-week course of training at the Training Center. You will be required to arrange and provide transportation to and from all places requiring travel. Likewise, you will also be required to provide all meals that would have otherwise been provided by the Training Center Galley.

Sincerely,

/s/

MUC Timothy A. Grover  
U. S. Coast Guard  
Chief, Ceremonial Section

Enclosure: Ceremonial Detail Performance & Recruit Off-Base Function Request  
Information Sheets



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## REQUEST FOR CEREMONIAL DETAIL

1) Date of Event: \_\_\_\_\_ 2) Location: \_\_\_\_\_

3) Description of Event: \_\_\_\_\_  
\_\_\_\_\_

4) Ceremonial Unit(s) Requested: \_\_\_\_\_

5) Event Start Time: \_\_\_\_\_ 6) Event Stop Time: \_\_\_\_\_

7) Is the event open to the public? \_\_\_\_\_ 8) Is the event free of charge? \_\_\_\_\_

9) Who are the participants? \_\_\_\_\_  
\_\_\_\_\_

10) Sponsor / organization: \_\_\_\_\_  
\_\_\_\_\_

11) Is it a non-profit organization? \_\_\_\_\_

12) What does the organization do? \_\_\_\_\_  
\_\_\_\_\_

13) Is the organization regulated by the Coast Guard? \_\_\_\_\_

14) Does the sponsor/organization have any business interaction with the Coast Guard other than this event?

If yes, explain here \_\_\_\_\_

15) Is there any significance to a *particular* Coast Guard member's role in the event? Is there a connection between that particular member and the organization or its members? \_\_\_\_\_

If yes, explain here: \_\_\_\_\_  
\_\_\_\_\_

16) Sponsor's Point of Contact (POC): \_\_\_\_\_  
\_\_\_\_\_

17) POC phone # & email: \_\_\_\_\_  
\_\_\_\_\_



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## **Transportation**

18) Mode of transportation: \_\_\_\_\_

19) Transportation company: \_\_\_\_\_

20) Point of contact name & phone #: \_\_\_\_\_

21) Value of transportation (\$): \_\_\_\_\_

## **Meals**

22) Meal(s) to be provided: \_\_\_\_\_

\_\_\_\_\_

23) Location of Meal(s): \_\_\_\_\_

24) Point of contact name & phone #: \_\_\_\_\_

\_\_\_\_\_

25) Value of meal(s) (\$): \_\_\_\_\_

## **Lodging**

26) Location / type of lodging: \_\_\_\_\_

27) Storage area location: \_\_\_\_\_

28) Point of contact name & phone #: \_\_\_\_\_

\_\_\_\_\_

29) Value of lodging (\$): \_\_\_\_\_

## **Miscellaneous**

30) Special music required? \_\_\_\_\_

31) Reviewing Stand performance (give details)? \_\_\_\_\_

\_\_\_\_\_

32) Information needed from Ceremonial Detail/other notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form may be faxed to CPO Tim Grover at 609-898-6339, emailed to [timothy.a.grover@uscg.mil](mailto:timothy.a.grover@uscg.mil) or mailed to Commanding Officer (tmc), Coast Guard Training Center, 1 Munro Ave, Cape May, NJ 08204, Attn: CPO Tim Grover. If you have questions, please contact 609-898-6599.



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## ***Explanation of Information Sheet Items***

1. Date of Event.
2. City, State and Building / street address of location where the event will begin.
3. What is the official name and nature of the Event?
4. Which military units are you asking to participate?
5. What time does your Event start?
6. What time does your Event stop?
7. Is the Public welcome to attend this event?
8. Is there a fee/donation cost to gain entrance to the event?
9. Who will participate in this event?
10. What organization will pay for buses/meals/lodging if needed?
11. Is this organization a non-profit organization?
12. What does this organization do?
13. Does the organization buy a license from, pay fees to or get inspected by any Coast Guard unit?
14. Does the organization have any other business with the USCG.
15. Is there any Coast Guard member associated with your organization or members?
16. Whom should we contact, and what is their title.
17. Please list the work and home (or cellular) phone numbers of the sponsor's point of contact.
18. Will travel arrangements be made by Bus or Plane?
19. What transportation company did you make arrangements with?
20. List the name, title and number of the contact person to confirm transportation logistics.
21. Your total cost (dollar amount) to provide transportation for ceremonial detail?
22. You are required to provide the meals that the Ceremonial Detail will miss because of their absence from the Training Center. List the meals you will make arrangements for.
23. Establishment name and address where meals are to be served.
24. List the name, title and phone number of the contact person for confirmation of meal logistics.
25. Your total cost (dollar amount) to provide the meal(s) for ceremonial detail.
26. Name and address of the lodging location you will arrange for ceremonial detail.
27. If storage of gear (musical instruments, cases etc.) is necessary - where has storage been arranged?
28. List the name and phone number of the contact person for confirmation of housing logistics.
29. Your total cost (dollar amount) to provide berthing for ceremonial detail.
30. Are you requesting any special music from the ceremonial band?
31. Are you requesting any special performance from the ceremonial band or drill team?
32. What information do you need from ceremonial detail? Are there any other items of note?